Hours Not Worked
Economic Development

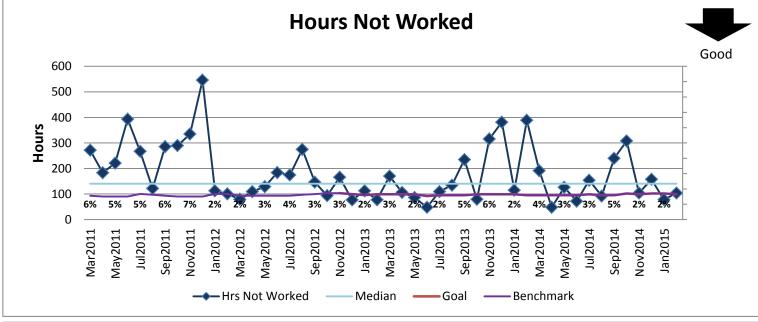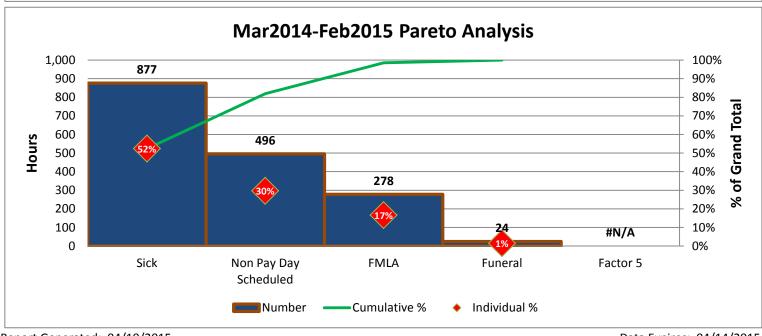**LouieStat**

KPI Owner: Rebecca Fleischaker   **Process: Time & Attendance**

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: FY13, 785.25 hours **Goal: Reduce number of hours not worked to 2% of all hours on payroll** **Benchmark: Local Government rate of 2%**	**Data Source: Payable Time PeopleSoft** **Goal Source: Enterprise KPI for productivity** **Benchmark Source: Bureau Labor Statistics**	**Select Plan-Do-Check-Act Step** **Measurement Method: Total # of hrs per month employees were not at work performing normal job functions (excludes vacations & holidays), rate calculated by dividing by total standard hours** **Why Measure: Better understand culture impact on employee attendance** **Next Improvement Step:**

How Are We Doing?

Mar2014-Feb2015 12 Month Goal	Mar2014-Feb2015 12 Month Actual		Feb2015 Goal	Feb2015 Actual	
1,177	**1,675**	🚦	**99**	**104**	🚦
Hours	Hours		Hours	Hours	

Hours Not Worked

Good

Legend: Hrs Not Worked — Median — Goal — Benchmark

Mar2014-Feb2015 Pareto Analysis

Category	Number	Individual %
Sick	877	52%
Non Pay Day Scheduled	496	30%
FMLA	278	17%
Funeral	24	1%
Factor 5	#N/A	

Legend: Number — Cumulative % — Individual %